

| First Aid Policy                                           |                 |
|------------------------------------------------------------|-----------------|
| Localised School Based Procedures                          |                 |
| School Name:                                               | Liberty Academy |
| Principal:                                                 | Louise Beasley  |
| Designated Safeguarding Lead:                              | Angela Drinkall |
| Appointed Person:                                          | Glen Groizard   |
| Implementation Date:<br><i>Inline with policy approval</i> | September 2026  |

### Introduction

In conjunction with the Trust wide **First Aid Policy**, localised procedures have been established to ensure that systems and procedures reflect the school/academy setting.

The localised procedures for the school/academy setting focuses on the following key areas:-

- First Aid Boxes
- Trained First Aiders

Should you have any concerns or questions relating to the localised procedures, in the first instance, please contact [hello@lib.hlt.academy](mailto:hello@lib.hlt.academy)

| Locations of First Aid Boxes                          |              |
|-------------------------------------------------------|--------------|
| Relates to item 3.8 within the Trust First Aid Policy |              |
| Sick Bay                                              | Ground Floor |
| Student Services                                      | Ground Floor |

Below is a list of all staff members who have responsibility for delivering First Aid:

| <b>First Aid Trained Staff</b>                               |                                         |                                        |
|--------------------------------------------------------------|-----------------------------------------|----------------------------------------|
| <b>Relates to item 4.5 within the Trust First Aid Policy</b> |                                         |                                        |
| <b>Name of Staff Member</b>                                  | <b>Location (i.e. classroom/office)</b> | <b>Date First Aid Training Expires</b> |
| Angela Drinkall                                              | Safeguarding DSL                        | 17/11/2026                             |
| Lee Hill                                                     | AVP                                     | 07/12/2026                             |
| Kelly Eden                                                   | Safeguarding officer                    | 01/12/2026                             |
| Michelle Hardisty                                            | Qualified Teacher                       | 25/09/2026                             |
| Eleanor Fairbank                                             | Teacher of PE                           | 03/09/2027                             |
| Jacob Sweeting                                               | Teacher of PE                           | 06/01/2027                             |
| Glen Groizard                                                | Support Services Manager                | 16/09/2028                             |
| Sarah Hossack                                                | Qualified Teacher                       | 14/03/2027                             |
| Lee Hall                                                     | Teacher of PE                           | 27/08/2028                             |
| Olivia Woolley                                               | Teacher of PE                           | 27/08/2028                             |
| Alison Lockham                                               | Careers Advisor                         | 26/09/2028                             |
| Carl Stead                                                   | Teacher of PE                           | 08/01/2027                             |
| Jodie Stachan                                                | Student Services                        | 16/07/2027                             |

Please be aware that the above have been trained to administer emergency first aid, they are not medically trained and will not be expected to make any form of diagnosis.